

YOU SHOULD FAX YOUR PAPERWORK
BACK TO US AT (937) 257-3477.

PAPERWORK WE REQUIRE TO BEGIN THE
PROCESS IS: A COMPLETED PERSONALLY
PROCURED MOVE CALCULATION WORKSHEET
AND A FULL COPY OF YOUR ORDERS (ALL
PAGES, FRONT AND BACK), AMENDMENTS
AND/OR AF FORM 150.

TO SCHEDULE A PERSONALLY PROCURED
MOVE BRIEFING CALL (937) 257-2153.

WE MUST RECEIVE THE PERSONALLY
PROCURED MOVE CALCULATION
WORKSHEET AND ORDERS, AMENDMENTS
AND/OR AF FORM 150 AT LEAST 10
BUSINESS DAYS PRIOR TO YOUR
SCHEDULED BRIEFING DATE.

IF YOU ARE WAIVING THE BRIEFING, WE MUST
RECEIVE THE PERSONALLY PROCURED MOVE
CALCULATION WORKSHEET AND ORDERS,
AMENDMENTS AND/OR AF FORM 150 AT
LEAST 10 BUSINESS DAYS PRIOR TO
YOUR ESTIMATED START DATE.

PERSONALLY PROCURED MOVE CALCULATION

Name: DOE, JOHN L SSN or ID#: 123-45-6789
Rank: GYSGT Dependents? ☒ Yes ☐ No
Branch of Service: USMC State of Residence: OH
Duty Phone: 937-257-0000 Home Phone: 937-257-0000

MARK TYPE OF VEHICLE(S) YOU ARE GOING TO USE TO MAKE THIS MOVE. YOU MAY USE A TWO OR FOUR DOOR SEDAN OR HATCHBACK.

(R) ☐ Rental Trailer (B) ☐ Boat (O) ☐ POV* & Personal Trailer
(T) ☐ Rental Truck (M) ☐ 2 POVs* (Q) ☒ POV* & Rental Truck
(P) ☐ POV* (N) ☐ POV* & Rental Trailer (A) ☐ POV* & Boat

***If using your POV please complete the following line:**

Make: FORD Model: EXPLORER Year: 1997 State: OH

Origin Base or City, County & State: BEAVERCREEK, GREENE, OH

Destination Base or City, County & State: CAMP PENDLETON, CA

Will you want an advance against your Settlement? ☐ Yes ☒ No

Base your estimated weight on 1000 pounds per full room, except your kitchen and bath (include storage in attic, garage, or basement), and 200 pounds per major appliance (refrigerator, stove, washer, dryer, etc.) If you are doing a partial PPM, include only the items that you are taking with you.

Estimated Weight: 3000 Estimated Professional Gear*: 250

***If you intend to move professional gear, you must also include an itemized list with this form.**

Estimated Start Date: 09 JULY 2006

SEPARATION ONLY:

State where you are authorized to go to (Home of Record/Place of Enlistment): _____

Please provide an email address for a faster response: WPAFBTMO@WPAFB.AF.MIL

STATEMENT: I will attend a Personally Procured Move briefing on** 27 JUNE 2006 at 10:00
date time

To make an appointment for a briefing, call (937) 257-2153 or visit <http://wptmo.wpafb.af.mil>.
You will receive your processed paperwork when you attend the briefing.

OR

I am waiving the briefing _____
signature

and wish to pick up my processed paperwork on** _____
date

****Please allow 10 business days from the date you submit your paperwork for processing.**

SAMPLE

PERSONALLY PROCURED MOVE CALCULATION

Name: _____ SSN or ID#: _____

Rank: _____ Dependents? _____ Yes _____ No

Branch of Service: _____ State of Residence: _____

Duty Phone: _____ Home Phone: _____

MARK TYPE OF VEHICLE(S) YOU ARE GOING TO USE TO MAKE THIS MOVE. YOU MAY USE A TWO OR FOUR DOOR SEDAN OR HATCHBACK.

(R) _____ Rental Trailer	(B) _____ Boat	(O) _____ POV* & Personal Trailer
(T) _____ Rental Truck	(M) _____ 2 POVs*	(Q) _____ POV* & Rental Truck
(P) _____ POV*	(N) _____ POV* & Rental Trailer	(A) _____ POV* & Boat

***If using your POV please complete the following line:**

Make: _____ Model: _____ Year: _____ State: _____

Origin Base or City, County & State: _____

Destination Base or City, County & State: _____

Will you want an advance against your Settlement? _____ Yes _____ No

Base your estimated weight on 1000 pounds per full room, except your kitchen and bath (include storage in attic, garage, or basement), and 200 pounds per major appliance (refrigerator, stove, washer, dryer, etc.) If you are doing a partial PPM, include only the items that you are taking with you.

Estimated Weight: _____ Estimated Professional Gear*: _____

***If you intend to move professional gear, you must also include an itemized list with this form.**

Estimated Start Date: _____

SEPARATION ONLY:

State where you are authorized to go to (Home of Record/Place of Enlistment): _____

Please provide an email address for a faster response: _____

STATEMENT: I will attend a Personally Procured Move briefing on** _____ at _____
date time

To make an appointment for a briefing, call (937) 257-2153 or visit <http://wptmo.wpafb.af.mil>.
You will receive your processed paperwork when you attend the briefing.

OR

I am waiving the briefing _____
signature

and wish to pick up my processed paperwork on** _____
date

****Please allow 10 business days from the date you submit your paperwork for processing.**

Personally Procured/Performed Move

1. The Air Force does not pay all claims that arise from PPM moves. If you elect to make a PPM move, make sure you know the rules for PPM move claims.
2. The normal rule is as follows: You are responsible for all phases of a PPM move, including packing, loading, and transporting. Because you control the move, you usually bear the risk of damage to the property during the move. What this means is... Breakage and other damage, such as scratches, chipping, etc., are generally presumed to be the result of your actions. Claims for this type of damage are usually not paid. Similarly, damage from vibration or jolting caused by your driving or by bad roads is not payable, regardless of the degree of care used in packing. You should slow down and use greater care when driving on bad roads.
3. Claims arising from accidents where you are even partially at fault are not paid. This is because the claims statute prohibits payment when loss or damage is caused in whole or in part by a claimant's negligence or wrongful act. Example: If you are towing a trailer containing household goods and carelessly lose control of it, you will not be paid for any claims that might arise from damage to the trailer or your property.
4. Claims that can be paid are those involving unusual occurrences that are outside your control. For example, damage resulting from an accident where you were not negligent or at fault may be payable. Damage resulting from extremely severe weather may be paid. However, if severe weather occurs routinely in a particular area, you may be expected to take precautions against it. Damage resulting from concealed defects in rental equipment may also be payable.
5. Make sure you have received authorization from TMO for a PPM move. It is not a PPM move if you haven't gotten advance approval. Claims where you just loaded your household goods in a trailer and started to move them, without an approved PPM move, may not be payable.
6. You should prepare an inventory. If you do not, you may have difficulty substantiating certain losses, including theft. It is also a good idea to take photos of important property.
7. Consider insurance. Because most PPM move claims are actually not payable, insurance is advisable. If you do not get insurance, you should use extreme care in moving your own property.

Personally Procured/Performed Move Information from Travel Pay

When your paperwork gets to Travel Pay from TMO for payment, you will receive the following from the Travel Pay office:

1. Your payment of due U.S. Letter
2. Your copy of the settlement voucher

A W-2 will be issued by the January 31st of the following year for inclusion with your income tax return. The address where you want the W-2 sent should be typed or clearly written in block 5 of the DD 2278. The figures on the W-2 and the settlement voucher will be different! The calculations are as follows:

Government cost as calculated and provide by TMO

Your allowance (95% of the government cost)

Less your allowed certified expenses

This figure becomes your wages on the W-2

WAGES ARE TAXES AT 25%

The settlement voucher copy you receive will show:

Your ALLOWANCE: which will be different from your WAGES

Less TAXES

Less any ADVANCES

Equals Your ENTITLEMENT

CERTIFIED EXPENSES:

You will be allowed expenses directly related to the PPM move only. Claim the expenses related to the PPM move and the vehicles involved in moving your HOUSEHOLD GOODS ONLY. If you use one vehicle for your PPM move, please claim gas for the vehicle.

CUSTOMER SERVICE HOURS: Check with finance

ADVANCE INFORMATION:

Pay and Collecting will no longer pay cash. If you are separating> you may request an advance via electronic funds transfer (EFT) only. If you do not want the money to go where your paychecks are going, please provide TMO with either a Direct Deposit form or a FastStart Form.

SETTLEMENT PAYMENT INFORMATION:

All settlement payments are made by electronic funds transfer. If you do not want your settlement money to go where your paychecks are going, please provide a voided check.

DoD

Personally Procured/Performed Move Program

DESCRIPTION: The PPM program is an alternate means of moving your personal property. An incentive of 95% of what it would cost the government to move the property will be paid to you for a PPM move. Final settlement is based on the actual weight moved. Your actual costs are deducted from the 95% and the remainder is your financial profit, less applicable federal and state taxes. Incentive payment estimates provided at the time of counseling are *estimates only*! Under the PPM move program you:

- Obtain the necessary equipment, materials and vehicles to safely transport the property
- Locate weight scales to obtain certified tare (empty) and gross (full) weights
- Obtain receipts for expenses
- Submit a settlement claim (if a final settlement claim is not made within 45 days after the start of the move, action will be taken to recoup any advanced operating allowances from your pay)

APPROVAL: *The TMO Office must approve a PPM move prior to you beginning your move.* Failing to comply with the provisions of the program limits reimbursements to actual expenses incurred, not to exceed the cost the government would have paid to move your property.

Shipment by PPM of those items normally considered accompanied baggage is not authorized.

EXCESS COST: Actual moving costs that exceed what the government would have paid are at your expense. If you draw an advance operating allowance that exceeds the actual constructive costs to the government, action will be taken to recoup the excess amount. *Performing a PPM move does not mean that there will be no excess cost.*

ESTIMATING WEIGHT: The most important step in avoiding paying back any of your advance operating allowance is accurately estimating the weight to be moved.

WEIGHT TICKETS: You must obtain a certified weight ticket for the empty weight of the vehicle, and then again for the weight of the vehicle after it is loaded. No passengers may be in the vehicle while obtaining weights.

OPERATING EXPENSES: The costs you incur to perform the move are not taxable. Authorized expenses include payment for rental vehicles/trailers, packing materials, moving equipment (hand trucks or appliance dollies), blanket wraps, gasoline and oil, and itemized expenses directly related to the PPM move such as tolls, weighing fees, and so on. These costs are deducted from the incentive payment to determine the financial profit for taxable purposes.

AUTHORIZED VEHICLES: All vehicles now qualify for PPM moves.

INSURANCE COVERAGE: If using a trailer, check your auto insurance policy to ensure you are properly covered in case of loss and/or damage. Although many auto insurance companies extend coverage for trailers that are towed behind a POV, some may not. Additional insurance, if required, must be purchased by you and is not reimbursable. If involved in an accident, it is possible that a claim may be filed against you, your insurance company and/or the government. The law of the state where the

accident occurs determines liability in such cases. In the past, many courts have held that members operating privately owned or rented vehicles on change of station moves are not acting within the scope of their employment. Therefore, you are not protected by the Federal Torts Claims Act and may be held liable if you have inadequate insurance coverage to satisfy all damage and third party injury claims or lawsuits resulting from the accident. If involved in an accident while performing a PPM move, you should advise the legal office at the military installation nearest the accident site.

PPM MOVE CLAIMS: You are responsible for preventing loss and/or damage before, during, and after the move. Claims will be submitted in accordance with current service regulations. Because PPM move participants are responsible for arranging the entire move, claims for loss and/or damage will generally not be paid except in those cases where an act transpires that is beyond your control (vehicle accident, fire, theft, and so on), and it is determined that you are free of negligence.

FRAUDULENT SHIPMENTS: Shipment of unauthorized items, fraudulent weight tickets, bogus expenses, or unauthorized destinations are illegal. Any evidence of improper actions will be immediately reported to the appropriate service investigation office. If you make a fraudulent shipment, you are subject to forfeiture of your entitlement and all costs will be at personal expense. In addition, criminal charges may be filed.

STORAGE: TMO may authorize temporary storage up to 90 days. You may request an extension, up to an additional 90 days. If storage is in a mini-storage or commercial warehouse, the time limits are subject to the JFTR. In either case, approval from TMO must be obtained before placing property in storage. Temporary storage is not authorized in conjunction with a local move.

NOTE ABOUT TAXES: If you draw an advance operating allowance, taxes are not deducted in the computation. They will, however, be deducted from the financial profit on your settlement.

NOTE: *WHEN AN ADVANCE PAYMENT HAS BEEN MADE, YOU MUST COMPLETE A PPM SETTLEMENT WITHIN 45 DAYS FROM THE START OF THE MOVE.*

Where to Submit Your PPM Settlement

MARINE CORPS

Send paperwork to:

COMPTROLLER
TRANSPORTATION VOUCHER CERTIFICATION BRANCH (TVCB)
ATTN: CODE 470
814 RADFORD BLVD STE 20318
ALBANY GA 31704-0318

WEB SITE:

<http://www.logcom.usmc.mil/tvcd/>

COAST GUARD

Send paperwork to:

USCG FINANCE CENTER
PO BOX 4102
CHESAPEAKE VA 23327-4102

WEB SITE:

<http://www.fincen.uscg.mil/dity.htm>

NAVY

Send paperwork to:

BUSINESS SUPPORT DEPARTMENT
FISCN HHG AUDIT TEAM DIVISION CODE 302
1968 GILBERT ST STE 600
NORFOLK VA 23511-3392

WEB SITE:

http://www.navsup.navy.mil/portal/page?_pageid=477,577939,477_577943&_dad=p5star&_schema=P5STAR

ARMY & AIR FORCE

Active duty personnel: send completed paperwork to new permanent duty station transportation office.

Retired/separated/local move personnel: send completed paperwork to last servicing transportation office.

EXAMPLE

Calculation of PPM Incentive Pay

\$ 3,037.50	100% of government constructive cost to move household goods (Baseline Rate + Max Pack Rate x Hundredweight x Lowest Domestic Baseline % Rate from SDDC Website)
\$ 2,885.63	Member incentive pay (\$3,037.50 x 95%)
\$ 1,391.56	Expenses claimed (will reduce tax liability)
\$ 1,494.07	Taxable income (\$2,885.63 - \$1,391.56)
\$ 418.34	Federal income tax withholding (25% tax; \$1,494.07 x 25%)
\$ 2,467.29	Final net incentive payment posted to EFT account (\$2,885.63 - \$418.34)

NOTE: If PPM advance was taken, that amount will be subtracted from the final payment. All figures are based on actual weight moved per certified weight tickets and the weight of household goods moved by the government (if applicable).

EXPENSE SHEET

Use this worksheet to claim expenses you incur on your Personally Procured Move.

You must have receipts to back up your claim.

Sheet is tax-deductible and non-reimbursable.

Make sure you sign the bottom of the page.

Items which you **cannot** include on a Personally Procured Move are (but are not limited to):

- Food
- Insurance
- New tires
- Lodging
- Sales tax
- Oil changes
- Tow dollies
- Engine repair
- Trailer hitches with attachment
- Tow bars
- Plane tickets
- Auto transporters
- Valet parking

Household Goods Weight Allowance Table

Pay Grade	W/O Dependents	W/ Dependents	TDY*	UB WT**
O-10	18,000	18,000	2,000	1,000
O-9	18,000	18,000	1,500	1,000
O-8	18,000	18,000	1,000	1,000
O-7	18,000	18,000	1,000	1,000
O-6	18,000	18,000	800	800
O-5 / W-5	16,000	17,500	800	800
O-4 / W-4	14,000	17,000	800	600
O-3 / W-3	13,000	14,500	600	600
O-2 / W-2	12,500	13,500	600	600
O-1 / W-1	10,000	12,000	600	600
E-9	13,000	15,000	600	***500/400
E-8	12,000	14,000	500	***500/400
E-7	11,000	13,000	400	***500/400
E-6	8,000	11,000	400	***500/400
E-5	7,000	9,000	400	***500/400
E-4 > 2 YEARS	7,000	8,000	400	***500/400
E-4 < 2 YEARS	7,000	8,000	400	***500/400
E-3	5,000	8,000	400	***500/400
E-2	5,000	8,000	400	***500/400
E-1	5,000	8,000	400	***500/400
CIV-ALL	18,000	18,000		

* APPLIES TO TDY ENROUTE TO PCS

** DEPENDENTS OVER 12 YEARS OF AGE = 350 LBS
DEPENDENTS UNDER 12 YEARS OF AGE = 175 LBS

*** UNACCOMPANIED TOUR = 500 / ACCOMPANIED TOUR = 400

ESTIMATE 1000 LBS PER ROOM, DO NOT INCLUDE THE BATHROOM

IF YOU HAVE ANY PROPERTY IN A STORAGE UNIT, CRAWL SPACE, BASEMENT, ATTIC OR IN THE GARAGE, PLEASE INCLUDE THIS WEIGHT ALSO.

MAJOR APPLIANCES ARE 250 LBS.

UPDATED 27 JAN 05

ITEMS EXCLUDED AS HOUSEHOLD GOODS

The term “Household Goods” does not include the following:

1. Personal baggage when carried free on tickets.
2. Automobiles, trucks, vans and similar motor vehicles, major auto parts (doors, hoods, etc.), airplanes, mobile homes, camper trailers, and farming vehicles.
3. Live animals not required in the performance of official duties, including birds, fish and reptiles.
4. Articles of HHG acquired after the effective date of PCS orders except when purchased in the US for shipment to a duty station outside the US with the approval of the appropriate authority of the Service concerned, when they are bona fide replacement articles which have become inadequate, worn out, broken, or unserviceable on or after the effective date of the orders but before the date the bulk of the HHG are released to the transportation officer or carrier for shipment.
5. Cordwood and building materials.
6. Property for resale, disposal or commercial use rather than for use by the member and dependents.
7. Privately owned live ammunition.

NOTE: Local laws or carrier regulations may prohibit commercial shipment of certain articles that are not included in the preceding itemization. Articles, such as those listed in the following itemization, are frequently prohibited by such laws and regulations.

1. Property liable to impregnate or otherwise damage equipment or property (e.g., hazardous articles including explosives, flammable and corrosive materials, poisons, etc.).
2. Articles which cannot be taken from the premises without damage to the article or the premises.
3. Perishable articles including frozen foods, articles requiring refrigeration, or perishable plants unless:
 - a. Shipment is to be transported not more than 150 miles or delivery accomplished within 24 hours from the time of loading,
 - b. No storage of shipment is required, and
 - c. No preliminary or en route services or watering or other preservative method is required of the carrier.

UNAUTHORIZED ITEMS

Combustive:

Alcoholic Beverages
(single container exceeding one gallon)
Alcohols
Antifreeze compounds
Camphor oil
Fluid cleaner
(cleaners containing combustive materials)

Corrosive Liquids:

Acids – muriatic, Nitric, photographic sulfuric
Battery with acid
Disinfectants
Dyes
Flame retardant compounds
Iron/steel rust preventing/removing compounds
Paint and related materials

Explosives:

Ammunition
Black powder
Blasting caps
Dynamite, plastics or any similar explosives
Explosive auto alarm
Fireworks
Fuse lighters
Igniters
Primers
Propellants
Signal Flares
Smokeless powder
Souvenir explosive instruments of war
Spear guns having charged heads
Toy propellants or smoke devices

Flammables:

Acetone
Adhesives (glues, cements, and plastics)
Ammonia
Charcoal briquettes
Cleaning Fluids
Compound 3 weed killers
Denatured Alcohol

Flammables (continued):

Enamel
Gasoline
Insecticides
Kerosene
Lacquer
Leather dressing or bleach
Lighter fluids (pockets, charcoal, camp stove,
Lamp or torch)
Liquors
(single container exceeding one gallon)
Matches
Oil stains for wood
Paint
Paint or Varnish remover
Petroleum products
Polishes, liquid
(metal, stove, furniture and wood)
Propane tanks
Propane or other gas for cooking or heating
Shellac
Shoe Polish (liquid)
Solvents, plastic
Stains
Turpentine
Varnish
Wood filler

Compressed Gases:

Engine Starting Fluid
Fire Extinguishers
Gases used in Welding
Scuba diving tanks*

* Only those scuba tanks containing not more than 25 pounds per square inch at 70 degrees Fahrenheit may be shipped as household goods or unaccompanied baggage.

Information on disposal of unauthorized items in Montgomery county Ohio can be found at <http://www.mcswd.org/programs/hhw.htm>

Weight Scales

Personal Property Shipping Office

5215 Thurlow St. (Bldg. 70), WPAFB

(937) 257-2153

Mon-Fri 0745-1615

Fee: None

Greater Dayton Moving & Storage

3516 Wright Way Rd. #2, Dayton

(937) 235-0011

Mon-Fri 0800-1700 Sat 0800-1200

Fee: \$10.00

6 miles from PPSO

Mayberry's Van & Storage

1850 Cardington Rd., Dayton

(937) 298-8800

Mon-Fri 0800-1700

Fee: \$5.00

16 miles from PPSO

First Street Recycling

1121 E. 1st St., Dayton

(937) 223-7231

Mon-Fri 0730-1700 Sat 0730-1200

Fee: \$10.00

10 miles from PPSO

Montgomery Paper Co.

440 E. 4th St., Dayton

(937) 222-4059

Mon-Fri 0730-1700

Fee: \$5.00

11 miles from PPSO

Lewis & Michael, Inc.

1827 Woodman Dr., Dayton

(937) 252-6683

Mon-Fri 0800-1700

Fee: \$10.00

11 miles from PPSO

Recycled Fibers of Ohio

2801 E. River Rd., Moraine

(937) 298-9969

Mon-Fri 0700-1600

Fee: \$8.00

16 miles from PPSO

NOTE:

Each weight ticket must have:

The member's name

The member's rank

The last four digits of the member's Social Security Number

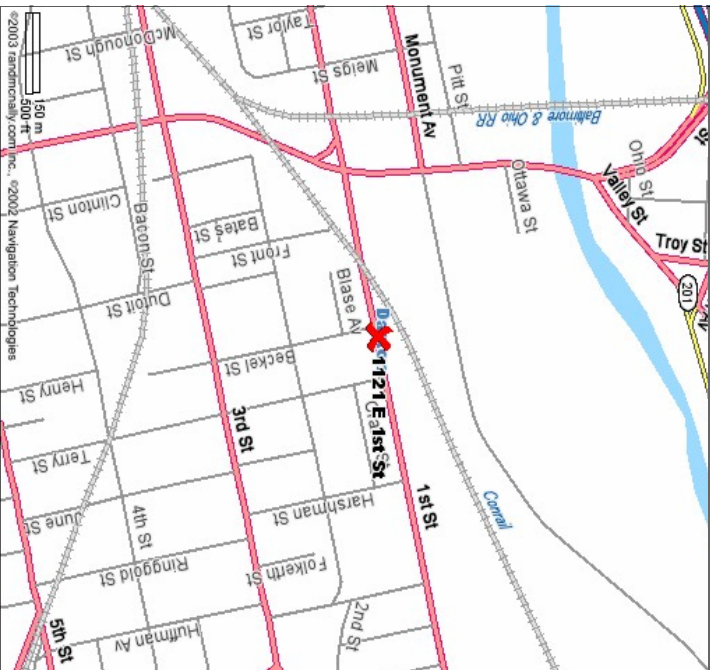
The weighmaster's signature

The gross and tare weights may be stamped on the same ticket.

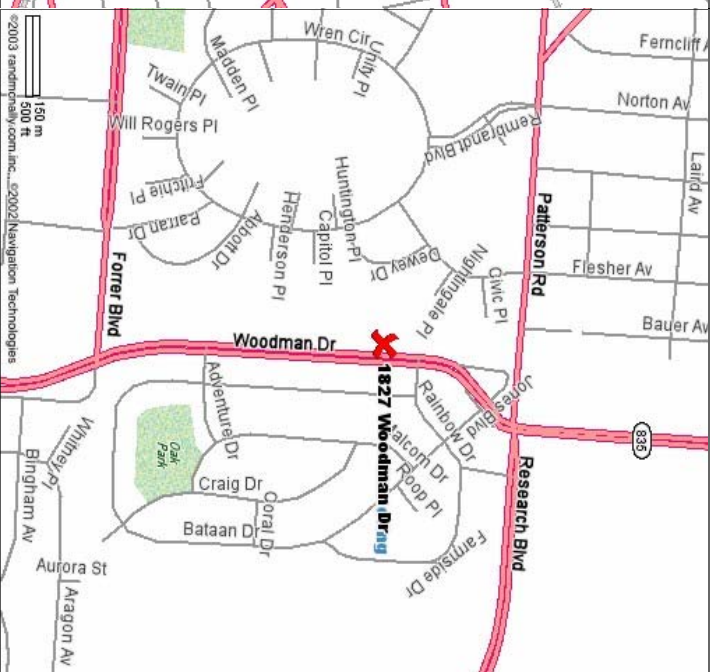
This list does not include all of the scales in the area.

Other certified scales may be available and are acceptable.

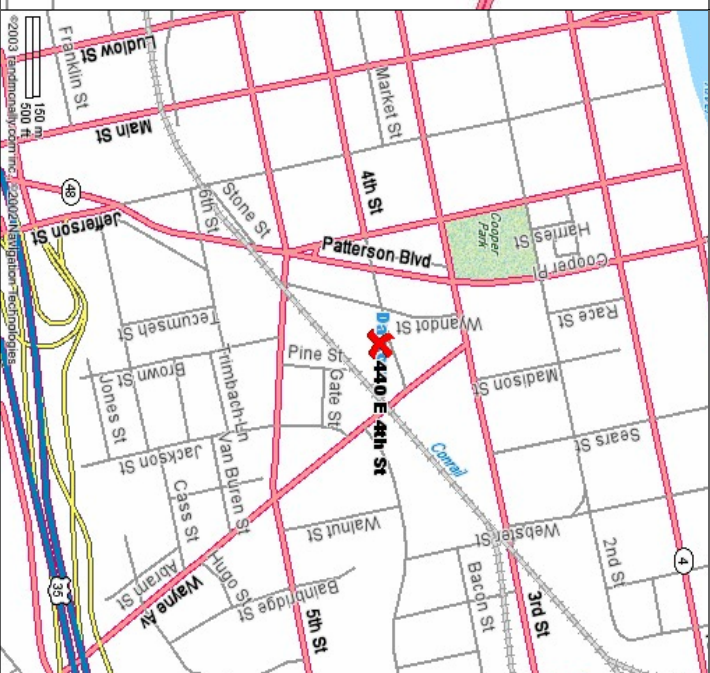
FIRST STREET RECYCLING



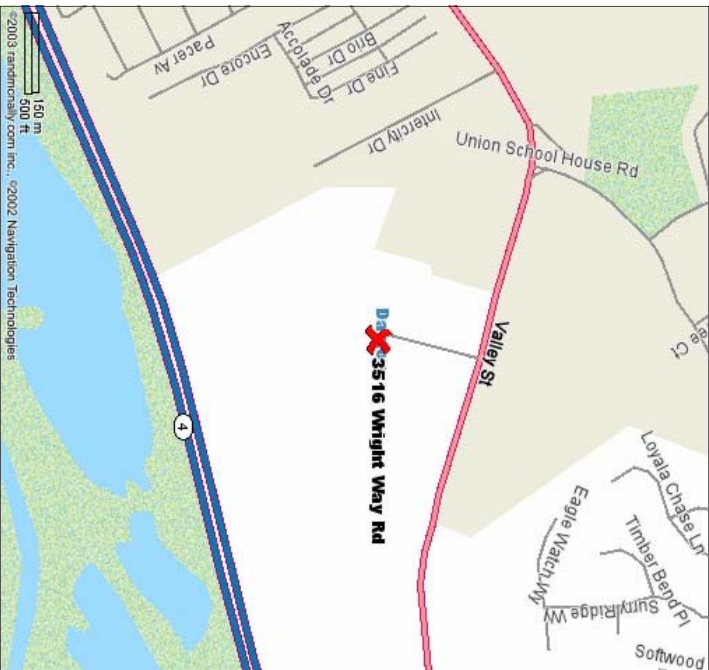
LEWIS & MICHAEL



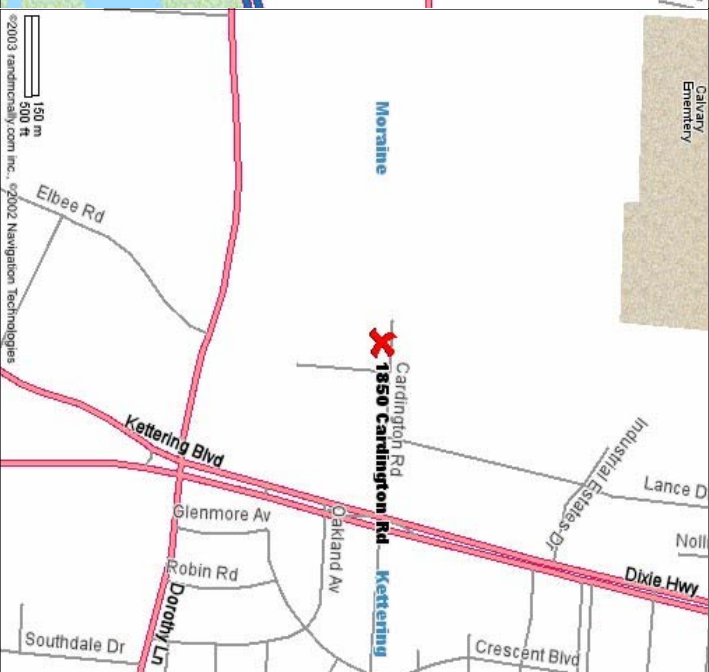
MONTGOMERY PAPER CO.



GREATER DAYTON MFG. & STG.



MAYBERRY'S VAN & STORAGE



RECYCLED FIBERS OF OHIO



Helpful Websites for Household Goods Moves

<http://www.sddc.army.mil>

click on the link “Personal Property/POV”

The above website and link can be used to access the following pamphlets and guides:

It's Your Move

JFTR (military)—Joint Federal Travel Regulation

JTR (civilian)—Joint Travel Regulation

Shipping Your POV (Overseas PCS)

Storing Your POV (Overseas PCS)

CONUS PPCIG (Personal Property Consignment Guide)

OCNUS PPCIG (Personal Property Consignment Guide)

Defense Transportation Regulations (DTR)

<http://www.atf.treas.gov>

Alcohol, Tobacco & Firearms (ATF)

<http://afmove.hq.af.mil>

Air Force Move Website – very informative

<http://afmove.hanscom.af.mil/pages.asp?infoid=120>

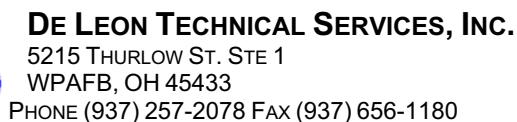
GI Mail information – follows you wherever you go

Many of the forms required for your move may also be found on our web site:

<https://wptmo.wpafb.af.mil>

Please take a moment to visit our Interactive Customer Evaluation:

http://ice.disa.mil/index.cfm?fa=card&service_provider_id=97148&site_id=545&service_category_id=30



CUSTOMER SERVICE AREA
PERSONAL PROPERTY SHIPPING OFFICE

Unsatisfactory Average Excellent

1-----2-----3-----4-----5-----6-----7-----8-----9-----10

Were you provided the information you needed?

[illegible]

Date: _____